



JOB POSTING TOWN OF FOXBOROUGH

PART-TIME PUBLIC SAFETY DISPATCHER

The Town of Foxborough is seeking a skilled part-time, non-benefit dispatcher to provide information and assistance to the public by directing resources and dispatching emergency calls for Police, Fire and EMS. An exciting opportunity to work in a state-of-the-art Public Safety Building within a vibrant community.

Duties include but are not limited to: Answers all emergency (E-911) and non-emergency business telephone calls for both Police and Fire. Monitors multiple phone lines (Emergency & business), and radio frequencies including all Police and Fire channels (e.g.; Police/Fire Stadium frequencies, Surrounding Communities' Police/Fire Channels, Mass. State Police, BAPERN frequencies, Norfolk County Control, Foxborough School Department, D.P.W., etc.). Monitors all closed-circuit surveillance for the Public Safety Building – including various building access and work areas, (e.g.; Prisoner booking & holding cells); as well as locations at the Foxborough Regional Charter School and Foxborough Public Schools (Planned). Answers and refers all telephone calls Police/Fire extensions throughout the building. Dispatches all emergency apparatus and personnel to calls for service, and constantly monitors their status. Maintains communication with all Police/Fire personnel to assess availability. Acts as the primary point of contact for all walk-in traffic that enters the Public Safety Building, and provides the public as much assistance as possible. Maintains all Communications Center equipment, including computer and phone hardware, and requests for service/repair as needed. Conducts research to retrieve information relative to Police investigations. Maintains the public Police/Fire log. Performs general office duties and similar or related work as required, directed or as situation dictates.

Qualifications and experience: High school education; one year of experience as an emergency dispatcher; one year of experience working with the public; basic communications training; or any equivalent combination of education and experience. Strong computer and customer service skills. LEAPS/CJIS, EMD, E-911, Trittech (IMC), CAD/RMS, CPR/AED training preferred.

Salary range: \$22.46-\$28.05. *Part-time, non-benefit position.*

Apply to: <https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/> by January 23, 2017

POSTING DATE: JANUARY 9, 2017

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.